

Adil Nazeer

Al Nahda Dubai, UAE

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Objective:

To seek a challenging position as **Finance Manager / Finance Controller / Senior Accountant / Chief Accountant** with opportunity & growth that would best fit my talent, qualification and skills for continues career improvement.

Profile:

- ✓ Result-oriented professional with significant and progressive experience boosting productivity and fostering efficiency.
- ✓ Exceptional problem-solver and decision maker with diverse experience in finance.
- ✓ 5+ years experience in Finance & Accounts with reputed organizations in UAE and Pakistan.
- ✓ Proficient in computerized accounting (QuickBooks, Tally, Peachtree, Sage etc.)
- ✓ High level of proficiency to use desktop applications as excel, word and power point.
- ✓ Have excellent communication skills in English.
- ✓ Energetic & self-motivated with a high degree of cultural sensitivity.
- ✓ Can work under pressure & meet deadlines.
- ✓ Can do financial reporting and analysis for group of companies and other statutory bodies.
- ✓ Expert in handling people of diverse nationalities, and renowned for being an excellent team player with a positive "can do" attitude.
- ✓ Possesses excellent planning, analytical & organizational skills and can work well independently.

CORE COMPETENCIES

▪ Preparation of Financial Statements, Budgeting, Costing and forecasting.	▪ Financial statements audit and internal audits.
▪ Working capital management	▪ Organisational Control and Management
▪ System Reviews & Analysis	▪ Financial Analysis
▪ Management Accounting	▪ Cash Management
▪ Credit Control	▪ Business Finance Decisions
▪ Inventory Control	▪ Bookkeeping & Other Services

EMPLOYMENT HISTORY

- **Audit and Administration Manager**, TCL Detergents LLC, Dubai, UAE – (June 2014– till date).
- **Accounts Executive**, Airtech Pakistan Limited, Lahore, Pakistan (April 2012 – May 2014).
- **Audit Trainee**, RSM International (Avasi Hyder Liaquat Nauman Chartered Accountants) Faisal Abad, Pakistan (Oct 2010 – June 2012).

JOB PROFILE

Audit and Administration Manager – TCL Detergents LLC – Galal Ghaly Group of Companies (June 2014– till date).



Key Responsibilities:

- Collating, checking and analyzing spreadsheet data
- Examining company accounts and financial control systems
- Gauging levels of financial risk within organization.
- Checking that financial reports and records are accurate and reliable
- Ensuring that assets are safeguarded
- Identifying if and where processes are not working as they should and advising on changes to be made
- Preparing reports, commentaries and financial statements
- Liaising with managerial staff and presenting findings and recommendations
- Ensuring procedures, policies, legislation and regulations are correctly followed and complied with
- Undertaking reviews of wages
- Providing ad hoc advice and guidance to managers and staff at all levels, sometimes by delivering courses and training sessions;
- Performing risk assessments on key business activities and using this information to guide what to cover in audits;
- Anticipating emerging issues through research and interviews and deciding how best to deal with them.
- Preparing reports to highlight issues and problems and distributing the reports to the relevant people
- Assessing how well the business is complying to rules and regulations and informing management whether any issues need addressing
- Managing a variety of stakeholders and their expectations through regular communications.
- Finalization of Accounts (Monthly/Yearly).

Accounts Officer – AIRTECH PAK PRIVATE LIMITED, Pakistan
(April 2012- May 2014)

Key Responsibilities:



- Managed accounts payable, accounts receivable.
- Generated budgets and forecasts on a quarterly basis and presented to the management team.
- Reported on variances in quarterly costing reports.
- Prepared annual company accounts and reports.
- Administered online banking functions.
- Managed payroll function for 140 employees.
- Monitored and recorded company expenses.
- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.
- Establishing and maintaining the system of information collection.
- Maintaining accounting controls.
- Relationship and dealing with the clients.
- Conduct the Monthly, Quarterly and yearly Internal Audit of the company.

Audit Trainee – RSM INTERNATIONAL, Pakistan
(October 2010- June 2012)



Key Responsibilities:

- Audit planning, direction, supervision and detailed review of financial statements to report thereon
- Review, evaluation of, and suggesting recommendations on, the system of Internal control
- Ensuring compliance with International Financial Reporting Standards (IFRS), International Standards on Auditing (ISA) and local statutes
- Advisory and Risk Management services to clients on various accounting and financial issues
- Evaluate the client's internal controls, prepare an audit program outlining the extent of Sampling required, schedule the engagement, and document approval by the Engagement Principal.
- Review working papers for accuracy and completion, financial statements for suitability of Presentation and adequacy of disclosures, and documentation of discussions with clients.
- Draft reports, and prepare routine client correspondence.
- Review the audit or other work programs and time budgets.

EDUCATIONAL HISTORY

❖ <u>ACCA: - ACCA FINALIST (Last Paper Remaining)</u>	<u>2015</u>
❖ <u>Advanced Diploma in Accounting and Business</u>	<u>2013</u>
❖ <u>ICS (Intermediate in Computer Sciences)</u>	<u>2005</u>
❖ <u>Matric</u>	<u>2002</u>

SOFTWARE SKILLS

Accounting:

- Peachtree
- Tally
- QuickBooks
- Sage
- A/S-2 Deloitte Audit Systems
- FAS
- Microsoft Office Products (Word, Excel, PowerPoint etc.)

PERSONAL DETAILS

- ✓ Date of Birth : 15-12-1987
- ✓ Nationality : Pakistani
- ✓ Marital Status : Single
- ✓ Religion : Islam
- ✓ Languages : English & Urdu



Reference will be provided on demand.
